



DIRECTORATE OF ADMINISTRATION
Mission

Serves as the deputy director of the UFC for administration. Leads, directs, manages and supervises staff in the execution of a comprehensive administration program that includes resource management, strategic business plans, internal automated administrative systems, procurement and contracting, logistics, and administrative support for the center.

RESOURCES MANAGEMENT/PLANS DIVISION
Mission

Establishes UFC*s policies for and performs: resource planning, programming, budgeting, revolving fund support, manpower management, productivity organizational efficiencies and finance and accounting support policies. Plans, coordinates and administers the financial management/analysis program, to include responsibility for overall budget formulation, execution, and outyear programming requirements for the UFC.

Establishes and maintains liaison with the supporting Human Resources office for the purpose of providing broad-based personnel management programs support for the UFC.

Functions:

1. Coordinates and submits manpower and budget requirements.
2. Monitor budget execution, develops and monitors unit costs.
3. Provides financial management information and reports.
4. Performs economic analysis and cost studies for the UFC as needed.
5. Provides liaison office support including certification of funds availability.
6. Serves as the primary focal point for consolidation management.
7. Administers mobilization, the continuity of operations plan (COOP), and disaster preparedness programs.

OM 10-1-3
15 Dec 95

8. Serves as liaison for strategic business plans by collecting and analyzing inputs from performance data and other sources.
9. Provides Federal Managers Financial Integrity Act (FMFIA) coordination. Schedules management control reviews (MCRs) and risk assessments and provides detailed results/reports to the operating location director.
10. Provides local recruiting and staffing assistance for the UFC*s servicing personnel office.
11. Conducts in-processing and provides orientations for new employees.
12. Receives and initiates processing of worker*s compensation claims.
13. Receives, reviews, and transmits requests for personnel actions to the supporting Human Resource processing site.

LOGISTICS, INFORMATION MANAGEMENT, AND CONTRACTING DIVISION
Mission

Acts as principal advisor and assistant to the Director UFC pertaining to administrative and information requirements, procurement and contracting, and logistical support. Provides administrative, contracting, information management, and logistical support for the UFC. Assist in the investigation and acquisition, procurement, development, or implementation of new technology and business procedures that may be applicable to the general operations of the UFC. Serves as the liaison with other finance centers and HQUSACE on system development efforts.

Functions:

1. Logistics.
 - a. Executes all logistics responsibilities for transportation, supply, maintenance, and facilities.
 - b. Performs all transportation functions (traffic management, and travel management)
 - c. Develops, implements, and administrates travel management policy and performs travel management functions.

d. Performs all supply functions (authorizations, acquisitions, distribution, financial, storage, issuance, formal property accountability, re-utilization, utilization, recycling, and disposal of property) for the UFC to ensure proper use, care, custody, safekeeping, reutilization and disposal of government property.

e. Plans, directs and executes the maintenance program for all personal property, both owned and leased.

f. Ensures proper maintenance and repair of UFC equipment, to include, record keeping, repair parts, maintenance training and management practices.

g. Manages the real property program, which includes, space management, program planning, development and reporting, and real property program execution, buildings and grounds maintenance and repair.

h. Serves as the organization's fire marshal, and the proponent for the Army energy conservation and Army Communities of Excellence (ACOE).

2. Information Management.

a. Provides all internal automated data processing requirements to include establishment and maintenance of local area networks, office automation and communication support and coordinates the acquisition of computer hardware and software.

b. Manages mail room activities, publications and forms (to include distribution), and message traffic.

c. Provides for telephones, utilities and uninterruptible power supplies.

d. Provides centralized data administration services and physical security of UFC's ADP resources.

e. Administers the Records Management Program.

f. Provides for investigation, acquisition, development or implementation of new technology and business procedures that may be applicable to the general operations of the UFC.

OM 10-1-3
15 Dec 95

3. Contracting.

a. Provides for contractual arrangements for buildings and grounds, building and equipment maintenance, equipment and repair, health services, fire/police protection and storage.

b. Provides contract technical administrative representation for service providers.

c. Manages the acquisition program for the UFC which includes contracting for goods and services and small purchase procurements.

4. Other Duties.

a. Executes the safety and occupational program.

b. Administers government charge card program.

c. Negotiates for Inter-service support agreements and Base Operations support as appropriate.

d. Manages the physical security program.